



April 2, 2003

TO: Missouri DECA Advisors
FROM: State Staff
RE: International CDC Update

Enclosed is information you need for the DECA Conference in Orlando.

CONFERENCE REGISTRATION

Please check the registration summary at the website below for correct spelling and event registration, including team members. Also please be sure students know in which event and at which level they will participate. Let me know immediately if there are any errors on the registration.

<http://www.deca.org/registration/missouri.pdf>

LODGING

The Missouri delegation will be housed at the Sheraton World Resort. **The telephone number is 407/352-1100.** DECA will provide shuttle transportation from the hotel to the convention center where the competitive events and general sessions will be held. The hotel's website is:

<http://www.sheratonworld.com>

Students should be reminded of basic safety precautions for large cities and never venture out alone, or without informing their advisor that they are leaving the hotel property.

TRAVEL INFORMATION

Traveltype will mail the airline tickets and travel information to your home address in the near future. This will include information on travel from the airport to the hotel, location of Missouri's registration room for key pickup, travel itinerary, and flight bags. A tentative flight list is posted for your information in case you want to share rides to the airport, or know who to expect on your flight.

MEDICAL CONSENT FORMS

Be sure to have the medical consent forms for students under your supervision with you as you leave home, and that the forms are up to date with current insurance information. Some families will have changed insurance carriers since the first of the school year.

COMPETITIVE EVENTS

DECA Blazers: DECA Blazers are required for competition when seeing a judge. Blazers are not required for registration and testing sessions, or for the Grand Awards session. Professional attire **is** required at these times. Please review, again, the dress code with your students.

Technology: Students may bring and use hand-held calculators during comprehensive exam testing and prep time for competitive events. NO cell phones will be allowed in the competitive event halls. Cell phones may not be used as a calculator. No Palm Pilot type equipment will be allowed in individual series events – only a calculator.

Written Events: All written event entries are to be brought to the conference and submitted during the scheduled briefing sessions. **EVENTS NOT REGISTERED AT THE APPROPRIATE TIME WILL NOT BE JUDGED.** One copy of the entry, plus one copy for student referral should be taken. It would be wise to carry these projects on the plane rather than packing them in luggage.

Competitive event guidelines require that “no markings, tape or other material should be attached to the folio.” ***Be sure that the labels required for state competition are removed from the folios and notebooks.***

Name Badges: All delegates – students and advisors - must wear both a name badge and conference wrist-band at conference activities, including dances. A lost name badge can only be replaced by the chapter advisor, and at a cost of \$1. The only way to lose a wrist-band is to cut it off.

Registration and Testing Sessions: Competitive event participants must attend their scheduled session. All team members must be in attendance or they will not be able to compete. Failure to attend will result in disqualification. Please instruct participants to report to their session with pen, pencil, paper, and a watch with a second hand, and dressed in professional attire. Students not dressed appropriately will be sent back to the hotel to change clothes.

A complete conference agenda can be found at:
<http://www.deca.org/conferences/2003Agenda.pdf>

ADVISOR ASSIGNMENTS

A list of advisor assignments is included with this mailing. The success of the conference and the benefits the students derive from this experience will depend largely on your contributions. If you have a conflict with the assigned responsibility, please let me know.

CONFERENCE ACTIVITIES

Missouri State Meetings:

These meetings are	State Meeting	Saturday, 6:30 pm
mandatory attendance for	Awards Reception	Tuesday, 6:00 pm
advisors and students		

Grand Opening Session: The conference Opening Session will be at 8:00 p.m. Saturday in the Convention Center. Let's establish high expectations for professionalism and respect during all sessions. It is important to remain in attendance for the duration of all scheduled sessions.

Leadership Development Academy Delegates: Participants involved in this special event will focus on personal leadership styles and enhancement of talents that they possess. This is an excellent opportunity for students to learn from nationally recognized leadership specialists. Leadership delegates are expected to fully participate in the activities planned for them, including the graduation ceremony. Correct attire is casual business attire for both days of the Leadership Academy. Women should wear slacks or long skirts as participants will be involved in a variety of team building exercises. The Leadership Academy will be held at the Sheraton World Resort.

Voting Delegates: State Officers and selected Leadership Delegates, and Chapter Activities representatives will serve as voting delegates. These students will be responsible for scheduling and conducting interviews with National Officer candidates, attending the delegate briefing session on Sunday afternoon, the campaign sessions on Monday afternoon and the election session on Tuesday. Voting delegates will receive additional information prior to the conference.

Workshops: Seminars and special interest sessions will be scheduled throughout the Conference. They are important opportunities for both students and advisors to grow professionally. Take time to assist your students in scheduling their time to take advantage of these beneficial activities. Several activities are planned for chapter advisors. Plan to take advantage of these opportunities.

Awards Sessions: The Mini-awards Sessions are planned for Tuesday morning at 7:30 a.m. and 9:30 am. The Grand Awards Session will take place Saturday evening at 8:00 p.m. ***It is essential that we treat these as important conference functions and make sure that we all attend, and stay until the session is completed.***

State Awards Reception: The Tuesday evening Missouri DECA State Meeting will be in the form of a reception prior to the Grand Awards Session. The meeting is at 6:30 pm. All Missouri delegates are expected to attend.

Fashion Show Debut and Super Dance: This year's fashion show sponsored by the Fashion Institute of Design and merchandising and Super Dance sponsored by Dr. Pepper/Seven Up, Inc. will be held Monday evening, April 28 at 8 pm in Hall D at the Orange County Convention Center. All students and advisors will be required to show wristbands to gain admission.

Tour Booth Hours of Operation: Advance sales tickets to area attractions can be picked-up at the tour desk in the North Registration Lobby in the Orange County Convention Center. Hours of operation are:

Friday	9 am – 6 pm 9 pm – 11 pm
Saturday	8 am – 7:30 pm
Sunday	9 am – 5 pm

ACTIVITIES: When planning leisure time activities for your students, be certain that there is appropriate supervision.

Missouri has 393 delegates registered for the conference. With this large delegation, we should expect all students to be highly visible representatives of Missouri, their communities, and their schools. Let's keep the purpose of the conference and our supervision responsibilities as our primary considerations.

NATIONAL FINALIST RECEPTION: A reception at the Governor's Mansion in Jefferson City will be held on the afternoon of May 16. Missouri DECA members placing in the top ten in the nation will be invited to attend along with their chapter advisor, principal, and superintendent. Please complete the posted information sheet for all students and submit to this office prior to April 23. You can search the Missouri State Government Home Page for assistance in identifying your legislators (http://www.senate.state.mo.us/zipcode/leg_lookup.htm).

PR INFO: Please ask competing students to bring with them the name and address of their hometown newspaper. They will be asked for this information for public relations purposes and having it will help insure that the student, school, and advisor get proper recognition should they advance to the finals.

DRESS CODE FOR CDC

From the opening session until the end of the closing session, students, advisors and professionals shall adhere to the following Dress Code requirements. It is the Chapter Advisor's responsibility to see that their students, professionals and themselves comply with the rules established for proper dress code. Advisors should monitor their students' dress at all functions. Professional business dress should be worn to all events where a judge or observer may be in attendance. This will include participating events as well as testing. Business representatives, press personnel, hotel staff, and guests will be seeing DECA's finest members – show them a professional business image.

- Competitors must wear an official DECA blazer during interaction with judges. While you do not have to wear an official DECA blazer during briefing and testing, professional business dress is required.

Professional Business Attire/Competitive Events:

Females:

1. Official DECA blazer with skirt or dress slacks and a dress blouse or dress
2. Dress shoes (pumps, heels, or flats) and stockings.

Males:

1. Official DECA blazer with dress slacks, collared dress shirt and necktie
2. Dress shoes and socks

DECA Sessions/Testing:

Females:

- 1a. Blazer/business suit with dress blouse or
- 1b. Skirt or dress slacks with dress blouse or dress sweater or
- 1c. Business dress and
2. Dress shoes (pumps, heels or flats) and stockings

Males:

- 1a. Business suit with collared dress shirt and necktie or
- 1b. Sport coat/dress slacks, collared shirt and necktie and
2. Dress shoes and socks

Any medical exceptions to this code must be documented at the conference prior to the beginning of the conference in headquarters. This is the responsibility of the local advisor.

Natcdc/2003/2d memo